

8 September 1978

MEMORANDUM FOR: ADMAG

25X1A

FROM:

Member, ADMAG (Office of Logistics  
Representative)

SUBJECT: Review of "Trends and Highlights" (T&H)  
Critiques

1. I reviewed the T&H critiques for session 1-78; although I found no "trends" revealed by the critiques, a few thoughts did come to me:

a. The range of ages (20 to 56) and the range of Agency experience (8 months to 27 years) reflect disparities which could result in a wide range of understanding/misunderstanding of the subject matter presented.

b. Perhaps the order (time of day--or even day) in which a speaker makes his presentation accounts for comprehension (or lack thereof) of his subject.

c. A copy of the course program may have helped me to better relate some of the critique comments to the speakers or to the scheduling.

2. There is little indication of response to student remarks--e.g., why not more films interspersed (like those on terrorism and vehicle kidnapping) just to spike interest? What is being done about student dislikes (a mute point in the Course Report)? Why not shorten some of the least-liked presentations--and maybe the entire course?


3. Perhaps some of the speakers who are ineffective spend too much time on rules, regulations, and organizational structure and not enough time on what is happening.

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4. It also occurs to me that some people attend T&H rather often and others very seldom. This may have some relationship to the reactions of people to the presentations. For example, someone attending T&H for the third time in five years would hardly be enthused by another tour of the Records Center--whereas a first attendee might find it very interesting. Why not add a box on the critique form for the number of times a person has attended?

5. How about changing the critique sheet--which has been essentially the same for some time? For example, maybe a format that forces all attendees to comment on all presentations would be in order. (Obviously, there would have to be a form with blocks to be checked for ranking each course.) Along these lines, perhaps the semantics of the present form need to be changed. The word "useful" in questions 2 and 3 might read "interesting." Also, the request in statement 4 to describe how the course "benefited" draws virtually the same response from everyone. We might also consider having critiques prepared and collected daily--by allocating time each day to prepare them; obviously, some people are more anxious to leave early at the end of the course than to give serious thought to what they have heard for four days.

25X1A



ROUTING AND RECORD SHEET

25X1A

25X1A

SUBJECT: (Optional)  
  
25X1A

FROM: 2 f 31 [redacted]  
[redacted] OL/P+PS

EXTENSION  
8/31

NO.  
  
DATE  
8 Sep 78

TO: (Officer designation, room number, and building)  
25X1A

DATE  
RECEIVED      FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	[redacted] Chairman/ADMAG				Don, If you have another packet of the Trends + Highlights critiques, I'll be glad to swap and take a second sampling.  MC
2.	3B25, [redacted]				
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